



SAFE SHELTER OF ST. VRAIN VALLEY SHELTER WEEKEND ADVOCATE /RELIEF

POSITION SUMMARY: This position functions as part of a team and is accountable to, and under the direct supervision of the Shelter Manager. Weekend shift hours are one weekend per month, Friday from 4:30pm to Monday 8:30am with an hour break on Saturday and Sunday; approximately 64 hours. Weekday Relief/Overnight hours are from 4:30pm to 8:30am. Hours may vary depending on the needs of the agency. There is a staff bedroom for weekend and overnight use. This is a non-exempt, hourly position.

POSITION DESCRIPTION: The Shelter Weekend Manager/Relief is responsible for provision of direct client services, handling routine house operations, and shelter program administration and support as stated in this job description. Areas of responsibility may fluctuate or change. Other duties may be assigned depending on the needs of the organization. Specific duties shall include, but are not limited to:

1. Provide direct client services by:
 - a. Responding to and documenting crisis line calls from individuals who are experiencing domestic violence.
 - b. When appropriate, admitting adults and their children to shelter, doing intake paperwork, providing a tour of the shelter, and assigning rooms according to house and client needs.
 - c. Assisting new clients in safety planning, needs assessment, working with clients to formulate a plan of action, making referrals to community resources when appropriate.
 - d. Maintaining complete and accurate client files, documenting all client services provided, completing reports and maintaining statistical data.
 - e. Facilitating a Sunday night House Meeting.
 - f. Performing exit interviews as clients leave shelter.

2. Implement shelter program by:
 - a. Meeting with supervisor when necessary to discuss problems, concerns, individual clients, etc.
 - b. Providing written and verbal updates to staff on house status at end of shift
 - c. Overseeing weekend/overnight operations by maintaining effective management controls such as: securing building (locking doors, setting alarms, closing windows, etc.) and disarming the alarm system in the mornings; overseeing that the property is kept in a clean and safe condition; signing off on resident house chore agreements; advising the Shelter Director of any items needing attention.

- d. Being available to residents for questions and basic support at all times.
 - e. Completing any reports and statistical data in a timely manner and maintaining necessary record keeping/filing systems.
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3. Participate in team meetings when scheduled.
 4. Supervise volunteers.
 5. Other duties as assigned.

QUALIFICATIONS – GENERAL:

1. Knowledge and understanding of the physical, psychological, and sociological issues involved in family violence.
2. Experience in crisis intervention.
3. Communicate effectively in speech and writing; be computer literate and familiar with Windows and Microsoft programs.
4. Ability to regularly use discretion, follow confidentiality rules, and practice independent judgment.
5. General knowledge of community resources.
6. Must possess a valid driver's license and phone.
7. Must be able to climb stairs.
8. Must be able to lift 40 pounds.
9. Fluency in Spanish a plus

QUALIFICATIONS – EDUCATIONAL:

Bachelor's Degree in human services related field, plus two years work experience in human services delivery programs, or equivalent combination of education and work/life experiences.

Send cover letter and resume to:

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